

Chief, Administrative Services

9 November 1951

Chief, Building Maintenance and Utilities

Report of Operations by the Building Maintenance and Utilities Division during the month of October, 1951.

Volume:

*Rotation on original "John. This is incorrect I know of nine requests outstanding in one office. See me."*

A. 1. Requests for services on hand prior to October	32
2. Requests on hand two months old or older	4
3. Requests for services on hand 31 October	23
B. Requests for services received in writing during October	279
C. Telephone calls received during October	2000
D. 1. Orders submitted to GSA charged to quarterly encumbrance.	277
October allotment of quarterly encumbrance for alterations and installations. \$18,150.00	
2. Special orders submitted to GSA not charged to quarterly encumbrance	28
a. Renovations (6608) \$159,640.00	
b. Renovations (Other) 1,735.00	
	\$161,375.00
3. Quarterly orders written for October, November and December 1951. \$14,497.00	5
4. Orders submitted to GSA nonreimbursable (written and verbal)	500
5. Routine inter-office memorandums written	28
6. Routine inter-agency letters written	8
E. 1. Space moves during October	30
2. Total personnel moved	884
3. Equipment moves	34
4. Man hours worked by GSA	1993
5. Estimated cost	\$2,876.00
October allotment of quarterly encumbrance for Laborers and Trucks	\$5,333.00
F. Protective Service (GSA Guard Posts)	137
1. Reimbursable Posts	137
2. Non-reimbursable Posts	34
October allotment of quarterly encumbrance	\$61,488.00

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G. Monies paid to GSA against quarterly orders during the month of October for services rendered during the month of July.

1. GSA Guards	\$52,650.67
2. GSA Laborers and Trucks	6,441.28
3. Alterations and Installations	15,945.00
Additional Work Orders	158,201.15
4. Elevator Service	378.86
5. Janitor Service, NSC	24.86
	<u>\$233,641.90</u>



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Attachment